

BUILDING PERMIT TIMELINE DISCLOSURE INSTRUCTIONS

Please incorporate these documents in a single file and name your file as follows:

“BuildingPermitTimeline_2023-2_Project Name”

Purpose:

The purpose of the Building Permit Timeline Disclosure is to inform the Department of the estimated time it will take the permit issuing authority to approve all necessary building permits for the project from the point of initial application for the required permits.

Requirements:

- NOFA applications must include a Building Permit Timeline Disclosure. OHCS will not accept building permit timing information in any other format. Applications that do not include a fully completed disclosure will be deemed incomplete.
- The disclosure must be signed by the Project Architect.

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BUILDING PERMIT TIMELINE DISCLOSURE

Project Name: _____

Street Address: _____

City & County: _____

BUILDING PERMIT TIMELINE DISCLOSURE (Must be completed by the Project Architect.)

1. The jurisdiction(s) that will issue a building permit for this project is/are: _____

2. Does the location require multiple jurisdictions to issue building permits? No: _____ Yes: _____

3. If multiple jurisdictions will be reviewing and/or approving the application materials, will they perform this work concurrently or consecutively? Concurrently _____ Consecutively _____
If reviewing **consecutively**, please explain further: _____

4. Based on the size and complexity of this project and based on conferring with the permit issuing authority regarding current permit lead times for similar projects, I estimate that the time required to obtain the required building permits for this project (from time of initial application for the permit to permit approval) to be: _____

5. Indicate if the project team has had (as of the time of NOFA application) contact with the permit issuing authority regarding this project. If contact has occurred, briefly describe the nature of the contact, including any formal approvals or determinations that have been made.

☐ Contact has been made. The nature and significance of the contact are further described here: _____

☐ Contact has not been made as of the date of this disclosure.

Signature _____ Date _____ Phone _____

Print Name _____ Title _____ Firm _____